Indiana Department of Education
SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Indiana Superintendents and Technology Coordinators

FROM: John Keller, Director of Learning Technologies

DATE: September 1, 2010

SUBJECT: Online Technology Plan Announcement

The Indiana Department of Education (IDOE) is implementing a new technology planning process that will allow plans to be created, submitted, approved, and searched online. IDOE expects this online tool will be available in early November, 2010. IDOE has been moving in this direction for some time and over the course of the summer reached out to a number of technology directors across the state for feedback on a draft of the plan.

How is this plan different than past planning efforts?

- **While there is still going to be a planning year followed by two years of updates, the 2011-2012 planning year will serve as Year 1 for all schools. Schools that are currently in year 2 or 3 of a 3-year plan are welcome to re-use the contents of their plan by putting the content into the online technology planning tool.**
- All approved technology plans will be accessible through the IDOE web site along with reports based on the trend data that results from the Annual Technology Trends Survey.
- Annual Technology Trends Survey—a short survey has been created to develop a statewide picture of educational technology trends. Completing this survey will be part of the technology planning process each year.
- The central feature of the plan will be a corporation level snapshot with two main pieces:
  o A goals, strategies, metrics and progress template that ask school corporations to enumerate goals for their technology plan and then identify strategies for meeting the goal, and methods of measuring progress. Progress on the goals will be reported in this section in years 2 and 3 of the plan.
  o Corporation Technology Budget.
- Building-level plans will be able to inherit the corporation goals and can optionally add additional goals, strategies, metrics, and progress reports. The key points to remember about the school technology plan are these:
  o Building-level plans are required for E-rate.

- o Building-level plans should focus on the ways that corporation level goals will be implemented.
- Using the online technology plan format, school corporations will be expected to take the following steps over a three year period.
  - o Year 1
    - Annual Technology Trends Survey
    - Initial Plan—Goals, Strategies, Metrics (corporation)
    - Provide 3-year budget projections
    - Initial Plan—Building Level
  - o Year 2
    - Annual Technology Trends Survey
    - Record Actual budget and update budget projections
    - Report on progress on Corporation Goals
  - o Year 3
    - Annual Technology Trends Survey
    - Report on progress on Corporation Goals
    - Record Actual budget and update budget projections

In order to support your technology planning efforts, IDOE is providing the following technical assistance.

- **Webinars:** These one-hour sessions will feature section by section review of the draft plan along with opportunities for questions and answers.
  - o September 13, 2:00 p.m. EDT
    - https://indiana-doe.webex.com/indiana-doe/j.php?J=311692802
    - 1-866-699-3239 (phone only)
    - 311 692 802 (phone only)
  - o September 14, 9:00 a.m. EDT- https://indiana-doe.webex.com/indiana-doe/j.php?J=314842903
    - 1-866-699-3239 (phone only)
    - 314 842 903 (phone only)

- **Learning Connection Community**

  - o Online Technology Plans
  - o Draft version of Plan—a draft of the plan has been created in MS Word. This file is available in the file area of this community.
  - o Discussion areas—feel free to ask questions about the process at any time. Questions that come in prior to the webinars will be addressed as thoroughly as possible during the webinar.
  - o Calendar—Key dates for technology planning will be added to the calendar of this community.

Please note:
- The substance of the technology plan that will be available in the online format is now available online through the Learning Connection and the Online Technology Plan

Community. The intent of this is to inform schools of the format and data types necessary so that preliminary work can begin.

- All plans for 2011-2012 need to be in draft prior to the submission of your E-rate Form 470. It is our hope that with the online plan becoming available in early November, that all plans are submitted by Christmas.

If you have any questions please call or e-mail: Mark Broderick - 317 234 3063 - broderic@doe.in.gov